

**CITY AND COUNTY OF HONOLULU
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

The City and County of Honolulu anticipates the need for professional services for the fiscal year 2009-2010. Pursuant to Section 103D-304 of the Hawaii Revised Statutes, persons engaged in providing services in the following general categories are invited to submit current Statement of Qualifications.

FOR THE DEPARTMENT OF DESIGN AND CONSTRUCTION:

1. **ADA COMPLIANCE** (compliance with regulatory requirements of the American with Disabilities Act, site survey and assessments, technical assistance, etc.).
2. **APPRAISAL** (real property).
3. **ARBORIST** (investigations, consultations, surveys, etc.).
4. **ARCHAEOLOGY** (investigations, mitigation plans, monitoring, etc.).
5. **ARCHITECTURAL PLANNING AND DESIGN** (master plans, offices, corporation yards, comfort stations, community centers, residential/group home/shelter, fire/police stations, laboratory facilities, operations center, passive/active parks, recreational facilities, golf courses, zoo facilities, maintenance facilities, ADA improvements, LEED certified structures, etc.).
6. **CONSTRUCTION MANAGEMENT**
 - a. Civil (sidewalks, parking lots, curb ramps, play courts, site improvements, drainage improvements, storm water quality improvements, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, bridges, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, bus stop site improvements, CIPP lining, micro tunneling, golf courses, zoo facilities, etc.).
 - b. Architectural (buildings, offices, corporation yards, comfort stations, community centers, fire/police stations, park/recreational facilities, bus stops, lifeguard towers, etc.).
 - c. Mechanical/Electrical (street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.).
 - d. Sanitary- Sewer systems (waste collection systems, wastewater facilities, force mains)
 - e. Sanitary- Waste collection and disposal (solid waste facilities, effluent/ biosolids reuse, landfills, landfill closure, etc.).
 - f. Special Inspection – Deep foundation and/or shallow foundation.
7. **ENERGY SERVICES**
 - a. Building Facilities (energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.)
 - b. LEED commissioning
8. **ENGINEERING PLANNING AND DESIGN**
 - a. Bridge Engineer – Bridge inspection (Must meet FHWA qualification, to include under water inspection and load rating)
 - b. Bridge Engineer – Bridge design rehabilitation, seismic upgrade, scour repair
 - c. Civil - Bus stop site improvements
 - d. Civil - Coastal Engineering (sediment transport, shoreline protection, beach erosion studies, etc.).
 - e. Civil - Curb Ramps
 - f. Civil - General (Site improvements, parking, fuel stations, vehicle washing facilities, etc.)
 - g. Civil - Guardrail Improvements
 - h. Civil - Hydraulics (drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.)
 - i. Civil - Sidewalk Improvements
 - j. Civil – Storm water quality improvements, best management practices, training services for storm water quality programs, vehicle wash facilities, including wash facilities for refuse trucks.
 - k. Civil - Transportation (traffic studies, intersection improvements, bikeways and bike paths,

- traffic control measures, bus bays and pads, bus stops, etc.).
- l. Electrical (street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA, renewable energy projects, etc.).
- m. Environmental (air quality studies; water quality studies; water quality modeling; oceanography, ocean studies including temperature, currents, dilution, etc.; energy, energy audits and conservation, NPDES permitting; manuals, guidelines and plans; water quality sampling and testing; waste load allocation, etc.).
- n. Geotechnical (Deep and/or shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.).
- o. Mechanical (air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.).
- p. Mitigation – Earth slide (Must also have geotechnical engineering)
- q. Mitigation – Rock slide (Must also have geotechnical and geologist)
- r. Roadway (new roads, road widening, etc.).
- s. Sanitary – Wastewater Systems (treatment facilities, pilot and demonstration studies, pre-treatment studies, facility planning, pump stations, force mains, condition assessments, etc.).
- t. Sanitary – Waste Collection & Disposal (effluent/biosolids reuse, solid waste facilities, master planning and design; sanitary landfills site selection studies, design, monitoring, and closure; landfill gas control and energy recovery; solid waste energy recovery; solid waste material recovery and recycling; closed landfill closure testing, monitoring and reporting, etc.).
- u. Street Rehabilitation/ Reconstruction
- v. Structural (Structures, revetments, foundations/barriers, pole structures, utility structures, recreational facilities, play courts, rigid pavement, piers, local barriers, special inspection, forensics, etc.).
- w. Transportation planning (environmental studies and documentation, etc.)
- 9. **ENVIRONMENTAL SERVICES**
 - a. Hazardous Materials Investigation, Testing and Abatement, Facility closure and clean-up (dust, mold, heavy metals, asbestos, contaminated soil mitigation, etc)
 - b. Environmental Planning (such as Phase 1 and 2 site assessment)
- 10. **GRAPHIC ARTIST/ARCHITECTURAL RENDERINGS** (display boards, newsletters, dimensional sketching, signs, etc.).
- 11. **LAND SURVEYING** (topographic, boundary, parcel maps, shoreline certifications, etc.).
- 12. **LANDSCAPE ARCHITECTURE** (master plans, landscape/hardscape plans, irrigation, etc.).
- 13. **MANAGEMENT AND OPERATIONS** (financial planning and evaluation for utilities, including service charge evaluations, revenue planning and evaluations; organizational and workforce development).
- 14. **PLANNING**
 - a. Environmental documents, land use permit processing
 - b. Community plans, master plans, site assessment and selection, feasibility studies and analysis, land use and urban design plans
 - c. Transit-oriented development neighborhood plans
 - d. Bus route structuring, master grading plan, master utility plans, fire protection, etc.
- 15. **PROGRAM MANAGEMENT** (develop, plan, and manage comprehensive capital improvement program for large infrastructure systems [including wastewater collection and treatment facilities, and storm water facilities], long-range planning for municipal facilities [including wastewater facilities and storm water facilities], project cost estimating and financial planning, project tracking, project scheduling, process development, etc.).
- 16. **PROJECT MANAGEMENT** (project oversight, contracting, administrative processing, public meetings, services during bidding and construction, etc.).
- 17. **PUBLIC EDUCATION AND OUTREACH SUPPORT** (public education program and outreach services, and education services for various technical and general City issues)
- 18. **REAL PROPERTY SERVICES** (leasing of property for City use, etc.).

GENERAL INFORMATION

Consultants shall express their interest providing services in the various category(ies) in the manner specified under SUBMITTAL REQUIREMENTS.

The selection criteria to be employed, in descending order of importance, are 1) experience and professional qualifications relevant to the project type, 2) past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies, 3) capacity to accomplish the work in the required time, and, when deemed relevant, 4) familiarity with the specific facility/project site and/or prior related projects, or other criteria determined to be relevant or necessary.

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

SUBMITTAL REQUIREMENTS

All materials submitted which have not been clearly designated as proprietary, shall become the property of the City and subject to public inspection and may be returned only at the City's discretion.

Submittals should be on a compact disc (preferably 1 CD per consultant); in Portable Document Format (PDF) and should be **no larger than 3MB per service category**. Your submittal should include the following:

1. Modified Standard Form 330 (r6/06) for each service category. Copies of the form may be downloaded from the City web site at www.honolulu.gov/pur or picked up from the Department of Design and Construction at 650 South King Street, 11th Floor, Honolulu, Hawaii 96813. Telephone (808) 768-8441.

Any supplemental information you wish to include related to each project of interest should be incorporated into the submittal. Promotional materials or descriptive literature are not necessary though will be accepted.

If preferred, one submittal may be submitted for multiple categories, however the submittal cannot exceed the 3MB maximum.

2. Completed 2010 Service Category Checklist (one checklist per consultant) indicating the Service Categories for which you wish to be considered. Confirmation of the service categories you have been determined to be interested in and qualified for will be mailed back to you within 2 weeks after the deadline or receipt of your submittal, whichever is later.
3. Transmittal Letter dated and signed by an authorized representative of the firm.

Submittals (1 compact disc and 1 hardcopy) should be mailed or delivered to:

Mr. Craig Nishimura, P.E., Director
Department of Design and Construction
650 South King Street, 11th Floor
Honolulu, Hawaii 96813

Requests to Re-Use last year's Statement of Qualifications will be accepted for Fiscal Year 2009-2010. Such requests shall be made by completing and submitting the resubmittal form letter provided on the City website, and is to be accompanied by a completed FY 2010 Category Checklist.

DEADLINE

No later than **4:30 p.m., July 30, 2009** to receive full consideration for upcoming selections.

INTERNET ACCESS

This foregoing information is also available at **www.honolulu.gov/pur**.

Any inquiries regarding the above should be directed to Marcus Rivera at (808) 768-8441.

FOR THE DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS) – REAL PROPERTY ASSESSMENT DIVISION

SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED, TO THE FOLLOWING:

1. Real Property Appraisers.
2. Integrated Asset Management Consultants
3. Building Cost Estimators.
4. Website Designers.

Inquiries regarding these projects should be directed to Mr. Robin Freitas at (808) 768-7905.

Submittals should be delivered to the Mr. Robin Freitas, Property Technical Officer, Real Property Division, 842 Bethel Street, 2nd Floor, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT.**

FOR THE DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. **GS-1750 Instructional Systems**
 - Study, planning, and project management—relating to all emergency management programs in areas such as general operations, response, recovery, preparedness, mitigation, capabilities improvements, and continuity of government.
 - Training and exercising—relating to all emergency management programs and can also include certifications/refreshers activities for: CBRNE response; Urban, Search, and Rescue; interoperable communications; mass evacuation.
 - Public awareness and education—relating to all-hazards preparedness and mitigation.
 - Public awareness, education, training, and exercising—relating to specialized areas such as: CBRNE public preparedness and response plans; CERT (Community Emergency Response Team); RACES (Radio Amateur Civil Emergency Services).
 - Grant researching and application facilitation—relating to additional funding opportunities for emergency management.
2. **GS-0020 Community Planning** - Study, planning, project management—relating to specialized areas such as: CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) operations, response, recovery, and mitigation; and coastal evacuation (study, analysis, route delineation).
3. **GS-1550 Computer Science**
 - Computer systems design, and programming—relating to FileMaker relational database development for emergency management and connectivity with external data sources.
 - Computer systems design, and programming—relating to CAD (Computer Aided Dispatch) systems integration with emergency management/resource typing software (Maximo).

Inquiries regarding these projects should be directed to Mr. Melvin Kaku at (808) 723-8960.

Submittals should be delivered to Mr. Melvin Kaku, Director, Department of Emergency Management, City and County of Honolulu, 650 S. King Street, B-101, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

FOR THE HONOLULU FIRE DEPARTMENT (HFD)

SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

GS-0401 General Biological Services
GS-0403 Microbiology
GS-0405 Pharmacology
GS-0413 Physiology
GS-0415 Toxicology
GS-0601 General Health Science
GS-0630 Dietician & Nutritionist
GS-0631 Occupational Therapist
GS-0633 Physical Therapist
GS-0644 Medical Technologist
GS-0690 Industrial Hygiene
GS-0696 Consumer Safety
GS-0801 General Engineering
GS-0803 Safety Engineering
GS-0804 Fire Prevention Engineering
GS-0806 Materials Engineering
GS-1701 General Education and Training

Inquiries regarding these projects should be directed to Battalion Chief Emmit Kane at (808) 723-7118.

Submittals should be delivered to the Emmit Kane, Battalion Chief, Administrative Services Bureau, Honolulu Fire Department, City and County of Honolulu, 636 South Street, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. Oracle, Microsoft SQL and IBM DB2 database design, upgrade planning and implementation, database management, integration and application development.
2. Integrated ERP systems acquisition, integration, implementation and project management.
3. Internet and e-commerce application design, development.
4. Web Content management services.
5. Integrated Imaging and Document Management software acquisition, integration and implementation.
6. Programming and software development services for mainframe (please specify areas of expertise)
7. Programming and software development for web-based and/or PC systems. (please specify areas of expertise)
8. Geographic Information System (GIS) consultant services.
9. Workflow Management consultant services.
10. Asset Management system integration, implementation and consultant services.
11. Network Support – WAN/LAN/Wireless
12. Infrastructure Support – infrastructure design and support services, infrastructure planning and management, Software Upgrade and Migration support services
13. Wireless communication
14. 800 MHz Radio Support and Maintenance

15. Telecommunications: Network Engineering and Support
16. MS Exchange/ Windows 2000 server and desktop operating systems upgrade planning and implementation services.
17. Open source (Linux, J2EE, and related) software engineering and support
18. Help Desk and knowledge based end-user support services.
19. Information Security and Data Protection.
20. Disaster Recovery management services.
21. z/OS consultant services
22. pSeries consultant services
23. AIX/UNIX consultant services
24. VOIP Solutions
25. Access Control, Monitoring and Security Systems
26. Lease administration
27. Telecommunications business development, planning and management
28. Radio Coverage Analysis.
29. Microwave Path Analysis and Back haul methods including Digital Cross-connect Systems (DCS), multiplexers (including channel banks), SONET and Loop Protection Switches..
30. IBM Websphere, Rational and/or Tivoli Technology consulting services
31. Website design and development consulting services
32. SOA/WS design and development consulting services
33. IT portfolio and project management
34. Professional IT services not listed above (specify your area of expertise).
35. Enterprise Resource Planning
36. Engineering Planning and Design – Architectural/Engineering Design, project/construction management teams for hardened communication facilities
37. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

Inquiries regarding these projects should be directed to Gordon Bruce at (808) 768-7601 or Stewart Hamasu at (808) 768-7624.

Submittals should be delivered to Mr. Gordon Bruce, Director, Department of Information Technology, City and County of Honolulu, 650 South King Street, 5th Floor, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

Electronic Submittals should be e-mailed to (webcsr@honolulu.gov). Additional information may be attached at your discretion. Receipt of the submittal(s) will be confirmed by an e-mail reply back to the sender within two (2) working days.

FOR THE HONOLULU POLICE DEPARTMENT (HPD)

SERVICES WHICH MAY INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. Animal Science – relating to veterinarian services for horses.
2. Computer Engineering
 - relating to the development, design and testing of an Automated Field Reporting (AFR) system to replace current AFR system.
 - relating to computer forensics and analysis.
 - Relating to the implementation of Radio-Frequency Identification (RFID) program to track HPD's assets.
3. Computer Science – relating to gathering and analyzing crime data and applying it to the development of statistical reports for use in crime analysis and strategic planning.

Inquiries regarding these projects should be directed to Major Mark Nakagawa, Finance Division at (808) 723-3219.

Submittals should be delivered to the Chief of Police, Honolulu Police Department, City and County of Honolulu, 801 South Beretania Street, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT.**

NOTICE TO ATTORNEYS INTERESTED IN PROVIDING LEGAL SERVICES FOR THE CITY AND COUNTY OF HONOLULU, ITS CORPORATION COUNSEL, DEPARTMENTS AND AGENCIES, AND OFFICERS AND EMPLOYEES

Under the Hawaii Public Procurement Code, Haw. Rev. Stat. Chapter 103D and the Revised Charter of the City and County of Honolulu, Section 5-204, the Corporation Counsel, City and County of Honolulu, is responsible for securing legal services from private attorneys as needed for City agencies and officials, including City boards and commissions. The Corporation Counsel is authorized to invite licensed private attorneys to submit statements of qualifications and expressions of interest for evaluation by the Corporation Counsel and inclusion on a list of private attorneys qualified to provide legal services as needed by the City.

Whenever circumstances require, the Corporation Counsel will select attorneys from the resulting pre-qualified list to serve as special deputy corporation counsel, special counsel, or legal consultant to City agencies, officers or employees.

In most circumstances, the legal services required will entail representation in civil and criminal actions, primarily in defense of a city agency or official. Following are the areas of law in which the Corporation Counsel anticipates a need to retain qualified private attorneys during the period of July 1, 2009 to June 30, 2010

Administrative Law
Appellate Practice
Antitrust
Bankruptcy/Receiverships
Business Law, including Contract
Law, Contracts Negotiation, and
Corporate Law
Civil Rights
Collections
Complex Civil Litigation
Constitutional Law
Condemnation
Construction Law
Criminal Law
Employee Benefits
Employment Law
Energy Law
Environmental Law, including
Clean Water Act, Clean Air Act,
HEPNNEPA, Regulatory
Compliance & Enforcement, Solid
Waste Management, Environmental
Attributes, and Storm Water
Management
Estates & Trusts

Government Ethics
Health Law
Information and Computer Technology
Insurance
Intellectual Property
Labor
Law Enforcement
Maritime Law
Plaintiffs Qui Tam
Probate Law, including Guardianships
Public Benefits Law, including ADA
Public Financing, including Bond Counsel,
Investment Banking, and Financing Leases
Public Utilities Law
Real Property, including Financing,
Development, Subdivisions, and Land Use
Securities Law, including Class Action
Tax
Telecommunications
Tort Law, including Products Design, or
Construction Liability, and Professional
Malpractice
Transportation Law, including Mass Transit,
Transit Financing, and Land Use
Water Law

Federal Legislation
Government Contracts &
Procurement, including
Federal Procurement

Workers' Compensation

Licensed attorneys interested in being retained to provide legal services in these areas are invited to submit a Statement of Qualifications and Expression of Interest to the Corporation Counsel. Attorneys will be considered for contract as the need arises. Attorneys from the same firm wishing to be considered must submit separate statements. Attorneys may list up to but no more than a total of three areas of practice which may include areas not listed above.

Forms are available for download at <http://www.honolulu.gov/cor> or may be requested by telephone (808) 768-5100, or facsimile (808) 768-5104 (Attention: Administrative Deputy).

All forms should be post-marked or delivered no later than 4:30 p.m., July 30, 2009 to receive full consideration for upcoming selections.

GENERAL INFORMATION

The agencies may decide to combine more than one project or phase, if appropriate. For specific projects involving various professional disciplines, consultants must provide all the services required. Qualifications submitted for only parts of the project will be considered non-responsive to this notice.

Each agency will be preparing a "list of qualified" consultants for each category of professional service to be utilized throughout the fiscal year. Additional notices for professional services may be given if (1) the response to the initial notice is inadequate; (2) the response to the initial notice does not result in adequate representation of available sources; or (3) previously unanticipated needs for professional services arise. Additional notices are posted on the Division of Purchasing website. The website address is www.honolulu.gov/pur/purconsultant.htm.

SUBMITTAL MATERIALS REQUIREMENT

All materials submitted which have not been clearly designated as proprietary, shall become the property of the City and subject to public inspection and may be returned only at the City's discretion.

Unless otherwise stated, firms wishing to submit qualifications shall submit three (3) bound copies of the SUBMITTAL MATERIALS listed below.

1. Letter of interest, including identification of the category or categories of professional services that the provider is qualified for and propose to offer to the City;
2. The name of the firm or person, the principle place of business, and location of all of its offices;
3. The age of the firm and its average number of employees over the past five years;
4. The education, training, and qualifications of key members of the firm;
5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
6. Any conflict of interest in performing services for the City and County of Honolulu;
7. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address the capability to perform the work within specified time limitations;
8. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
9. Type and description of services the firm is interested in providing; and
10. Any promotional materials or descriptive literature which the firm desires to submit.

DEADLINE. Unless otherwise stated, submit three (3) copies of the SUBMITTAL MATERIALS packet **no later than 4:30 p.m., on July 30, 2009,** to the appropriate agency directors. **FACSIMILES SHALL NOT BE CONSIDERED.**

ACCESS OUR INTERNET. This information is available from the City's web site. The address is www.honolulu.gov/pur/.



RM
RIX MAURER III
Director of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu *UK*

Published on the web: June 25, 2009